

Freedom of Information Act Policy

Cumberland County

Chief County Assessment Officer

P O Box 217

Toledo, Illinois 62468

Record Requests: The Cumberland County Board designates the Chief County Assessment Officer (Lois Dryden) and the Chief Deputy (Sandy McElravy) as FOIA Officers for this office and the Board of Review. Records requested under the Freedom of Information Act shall be made in writing to the Chief County Assessment Officer at P.O. Box 217, Toledo, Illinois 62468. Pursuant to 5 ILCS 140/3.1, the requestor must state whether the requested documents will be used for a commercial purpose as defined in 5 ILCS 20/2(c-5). The requestor will be notified as soon as the documents are available for inspection and/or copying.

Fees: There shall be no fee to inspect records. Copying charges shall be per FOIA. Payment is due at the time the documents are provided. Information may be sent by U.S. Mail or faxed. Pursuant to 35 ILCS 200/12-5, a statement of valuation shall be provided to taxpayers for their own property at no charge. Information shall be provided free of charge to any Cumberland County Office or any political subdivision within Cumberland County that has a reciprocal policy with the Chief County Assessment Officer. In accordance with 5 ILCS 140/6b, fees may be reduced or waived entirely upon a written request that includes the specific purpose of the request (including whether the data will be used for any commercial purpose) and the public interest that would be served. The Chief County Assessment Officer has sole discretion to act in this area, and may request additional information in order to make a determination.

Records Maintained: The Chief County Assessment Officer and Board of Review maintain the following types and categories of records. Please note that this list may include records that are partially or wholly exempt from disclosure under FOIA (5ILCS 140/7)

- Abstracts of Assessments
 - Address/Name Change Cards
 - Personnel Files
 - Personal Property Records
 - Application for Authority to Dispose of Local Records and Records
 - Disposal certificate
 - Property Tax Appeal Board Decision
 - Real Estate Declarations (copies)
 - Returning Veteran Exemptions
 - Sales Ratio Studies
 - Disabled Persons Exemptions
 - Senior Citizen Assessment Freeze Exemptions
 - Certificate of Publication, publications lists
 - Certificate of Status of Exempt Property
 - Farmland Committee Minutes
 - The records may be accessed and reviewed at the Chief County Assessment Office, 140 Courthouse Square, Toledo, Illinois 62468.
- Mapping files
 - Oil Assessment Records
 - Applications for Homestead Exemptions
 - Property Records Cards
 - Assessment record in DevNet database
 - Board of Review Complaint Dockets
 - Board of Review Complaint Forms
 - Budget information
 - Cash Receipts
 - Disabled Veterans Exemptions
 - Certificates of Error
 - Veteran/Fraternal Organization Files
 - Board of Review Minutes